



1003 K Street NW, Suite 209  
Washington, DC 20001  
202.854.2750

July 9, 2020

James Vigil  
Brailsford & Dunlavy, Inc  
1140 Connecticut Ave, NW  
Suite 400  
Washington, DC 20036

*RE: Rutgers Reopening Transportation Strategy - Expense*

Dear James Vigil:

Enclosed is invoice number 448 for \$6,214.07 dated July 9, 2020 for costs incurred from May 30, 2020 through June 26, 2020 for the above referenced project.

Tasks completed this period include the following:

- Comm charges
- Streetlight purchase
- Mileage, tolls and lodging for June

We appreciate the opportunity to assist you on this project. Please call if you have any questions.

Sincerely,

FEHR & PEERS

A handwritten signature in black ink that reads "Matthew D. Ridgway".

Matthew Ridgway  
Project Manager

DC20-0069.01



1003 K Street NW, Suite 209 | Washington, DC 20001 | P 202.854.2750  
FED ID 47-3310714

Please remit payment to: 100 Pringle Avenue, Suite 600, Walnut Creek, CA 94596

James Vigil  
Brailsford & Dunlavey, Inc  
1140 Connecticut Ave, NW  
Suite 400  
Washington, DC 20036

July 9, 2020  
Project No: DC20-0069.01  
Invoice No: 448  
Project Manager: Matthew Ridgway

Project DC20-0069.01 Rutgers Reopening Transportation Strategy - Expense  
1213671

**Professional Services for the Period: May 30, 2020 to June 26, 2020**

<b>Fee</b>			
Total Fee	48,945.00		
Percent Complete	12.696	Total Earned	6,214.07
		Previous Fee Billing	0.00
		Current Fee Billing	6,214.07
		<b>Total Fee</b>	<b>6,214.07</b>
		<b>TOTAL CURRENT INVOICE AMOUNT DUE:</b>	<b><u>\$6,214.07</u></b>

	<b>Current Invoice</b>	<b>Prior Billed</b>	<b>Billed To Date</b>
<b>Billing Summary</b>	<b>6,214.07</b>	<b>0.00</b>	<b>6,214.07</b>

**IMPORTANT NOTICE:** Other than Fehr & Peers' invoices received from a known email address, any requests received by email to change or update our bank account details or to transfer funds electronically must be confirmed by a phone call to the number provided on our invoice.

**We appreciate your cooperation in our attempt to reduce cybercrime and avoid theft.**

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DUE AND PAYABLE UPON RECEIPT

**Residence Inn® Somerset**

37 Worlds Fair Dr, Somerset, NJ 08873 P 732.627.0881

**Marriott.com/SOSFT**

M. Ridgway

Room: 415

Room Type: STQT

Number of Guests: 1

Rate: \$136.00

Clerk:

Arrive: 24Jun20

Time: 02:54PM

Depart: 26Jun20

Time:

Folio Number: 88613

DATE	DESCRIPTION	CHARGES	CREDITS
24Jun20	Room Charge	136.00	
24Jun20	Occupancy Sales Tax	9.01	
24Jun20	State Occupancy Tax	10.88	
25Jun20	Room Charge	136.00	
25Jun20	Occupancy Sales Tax	9.01	
25Jun20	State Occupancy Tax	10.88	
26Jun20	Visa		311.78
Card #: VXXXXXXXXXXXXX2420/XXXX Amount: 311.78 Auth: 02893C Signature on File This card was electronically swiped on 24Jun20			

**BALANCE: 0.00**

**Marriott Bonvoy Account # XXXXX0888.** Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

Thank you for staying with us at the Somerset Residence Inn. We would love to hear about your stay, comments and compliments can be sent to [ri.sosft.gm@marriott.com](mailto:ri.sosft.gm@marriott.com)!

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com).

**From:** [Matthew Ridgway](#)  
**To:** [Accounts Payable](#)  
**Subject:** ER Receipt  
**Date:** Monday, June 29, 2020 4:32:38 AM  
**Attachments:** [EZPass.pdf](#)

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DC20-0069 - ODC phase. 518.4 miles plus \$39.29 in tolls

-----Original Message-----

From: Matthew Ridgway <M.Ridgway@fehrandpeers.com>  
Sent: Monday, June 29, 2020 7:25 AM  
To: Matthew Ridgway <M.Ridgway@fehrandpeers.com>  
Subject:



**From:** [Matthew Ridgway](#)  
**To:** [Accounts Payable](#)  
**Subject:** ER Receipt  
**Date:** Monday, June 29, 2020 4:32:38 AM  
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DC20-0069 - ODC phase. 518.4 miles plus \$39.29 in tolls

-----Original Message-----

From: Matthew Ridgway <M.Ridgway@fehrandpeers.com>  
Sent: Monday, June 29, 2020 7:25 AM  
To: Matthew Ridgway <M.Ridgway@fehrandpeers.com>  
Subject:

**Customer Name: Ridgway, Matthew**

**Page 1 of 1**

Date Posted	Transaction	Transponder/Plate	Agency	Entry Plaza	Entry Lane	Exit Plaza	Exit Lane	Entry Date and Time	Exit Date and Time	Plaza Facility	Toll Paid	Balance
6/24/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	MdTA			JFK	002		6/24/2020 8:21:45 AM		-8.00	65.03
6/25/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	GSP			UNI	06N		6/25/2020 9:26:20 AM		-1.50	63.53
6/25/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	GSP			IRN	01N		6/25/2020 9:29:48 AM		-0.50	63.03
6/25/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	GSP			EOR	03S		6/25/2020 10:07:07 AM		-1.00	62.03
6/25/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	MdTA	951	002	951	002		6/24/2020 7:55:00 AM		-1.19	60.84
6/25/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	NJTP	4	03E	9	08X	6/24/2020 10:43:21 AM	6/24/2020 11:34:23 AM		-3.60	57.24
6/26/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	DelDOT			D95	40		6/24/2020 8:37:20 AM		-4.00	53.24
6/27/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	NJTP	9	05E	1	16X	6/26/2020 7:16:05 AM	6/26/2020 8:29:26 AM		-6.50	46.74
6/27/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	DRBA			DMB	04		6/26/2020 8:34:32 AM		-5.00	41.74
6/28/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	DelDOT			D95	41		6/26/2020 8:57:01 AM		-4.00	37.74
6/28/2020	IAG TOLL INCOMING TRANSACTIONS	3861608	MdTA			FMT	010		6/24/2020 7:49:40 AM		-4.00	33.74
Ending Prepaid Balance												\$33.74

**11 records found**

## ALLOCATION OF COMMUNICATION AND REPRODUCTION CHARGES Jun 2020

### Project Manager

Matthew Ridgway

Project Number	Month-To-Date Labor	Allocation of Labor
DC20-0069.01	\$70,776.25	\$6,214.07
<hr/>		
DC20-0069.01 TOTAL	\$70,776.25	\$6,214.07

Detail for Brailsford & Dunlavey, Inc -  
Invoice #000000000448, Dated 7/1/2020

Date	Vendor/Person	Category	Description	Amount
Project DC20-0069.01 - Rutgers Reopening Strategy - Expense				
06/26/2020	Ridgway, Matthew	*Regular Project Travel - Mileage		\$298.08
	Business Reason: Matthew Ridgway mileage for site visit		Travel: 518.40 mi @ 0.575	
Total				\$298.08

**StreetLight Data**  
677 Harrison Street  
San Francisco, CA 94107  
415-666-2294

# INVOICE



<b>Invoice #</b>	13251
<b>Invoice Date</b>	06/30/20
<b>Amount Due:</b>	\$5,500.00

**Bill To:**

Fehr and Peers  
1003 K St NW  
#209  
Washington, DC 20001  
UNITED STATES

DC20-0069.01 - No Markup on invoice

Due Date	Terms
07/30/20	Net 30

Description	Quantity	Amount
StreetLight Data StreetLight InSight® Essentials - All Modes: F&P (DC) - Rutgers Campus Plan 2020-06-30 to 2021-06-29	1	\$5,500.00

**Total:** \$5,500.00

**Payments:** \$0.00

**Amount Due:** \$5,500.00

\*\*\*PLEASE USE OUR ONLINE PREFERRED PAYMENT SERVICE BY USING THE LINK BELOW\*\*\*

If you prefer to mail a payment in, please send remittance to the below address and ensure that the invoice number is noted:

StreetLight Data, Inc.  
DEPT CH 17111  
Palatine, IL 60055-7111

**ACH/Wire Transfer Information:**

Silicon Valley Bank  
3003 Tasman Drive, Santa Clara, CA 95054  
Routing Number: 121140399  
Bank Account Name: Streetlight Data, Inc.  
Bank Account Number: 3302210206

GST/HST account number of 76010 9512 RT0

If you have any questions about this invoice, please contact us at [accounting@streetlightdata.com](mailto:accounting@streetlightdata.com).

To pay online, go to <https://app.bill.com/p/streetlightdata>





January 01, 2019

***SUBJECT: Communication/Software/Computer – Project Direct Cost***

To whom it may concern:

This note is in response to your request for an explanation of what and how the communication and printing charges are calculated for inclusion on the Fehr & Peers invoice. Please note that this process has been explained and approved by several auditors including most recently Daniel Purvine, CPA.

For more than ten years Fehr & Peers has tracked the total cost of our communications network by regional office. Expenses included were both data and voice networks, software and leased equipment costs. In addition, in-house printing charges were calculated each month based on the meter reading of the copier located within the regional office and expensed at 7 cents per copy. For printing charges from the plotters and color printers separate logs were kept. The per plot and per color copy charge was \$1. Comparing the (Communications and Reproduction) expenses to our net service revenue within the region for the same time period over several years, we are able to determine that the percent of these charges to the net service revenue remains consistent. Therefore, to reduce our level of effort (and therefore our overhead), we now apply that fixed percent to our net service revenue and allocate those costs to projects as "Project Communications and Reproduction."

The following example illustrates the process:

Net service revenue for the month = \$20,000. Project Communications and Reproduction historically represent 5% of the net service revenue of Office A. \$1,000 ( $\$20,000 * 5\%$ ) will be allocated to all direct projects within Office A.

The Project Communications and Reproduction expenses allocated to projects are recorded in the Direct Expense account 44400 - Voice and Data Communications. Direct Expenses are excluded during the calculation of our fringe and overhead rate as illustrated on the most recent fringe and overhead calculation.

Costs for communications and printing related to marketing are recorded in one of the marketing related overhead accounts. Costs for general overhead uses are recorded in either 63000 – Computer Expense Less than \$5000, 69000 - Voice & Data Communications or 76900 – Rental & Maintenance of Equipment. These accounts are included when calculating the fringe and overhead factor

If you require any additional information, please do not hesitate to contact me.

Sincerely,

Marion Donnelly - Chief Financial Officer

Fehr & Peers